



City of Springdale  
Community Development Block Grant Program  
201 Spring Street  
Springdale, Arkansas 72764  
Phone (479) 750-8175 Fax (479) 750-8539



## **City of Springdale, Arkansas**

### **Request for Statement of Qualifications**

For a Firm to conduct an Assessment of Fair Housing and prepare an Affirmatively Furthering Fair Housing Report for two separate cities within 10 miles of each other.

#### **INTRODUCTION**

The City of Springdale, Arkansas and the City of Rogers Arkansas, together, issues a request for qualifications for a firm to prepare a U. S. Department of Housing & Urban Development (HUD) Affirmatively Furthering Fair Housing document, one for each of the two cities.

#### **PROJECT**

The City of Springdale's Community Development Block Grant Program Director is soliciting proposals from qualified firms based on the following:

#### **DESCRIPTION**

Conduct individual Assessments of Fair Housing, one for each of the following;

1. City of Springdale, Arkansas
2. City of Rogers, Arkansas

#### **SCOPE OF SERVICES**

1. Conduct and prepare a comprehensive Assessment of Fair Housing (Affirmatively Furthering Fair Housing) for the City of Springdale, Arkansas based on the U. S. Department of Housing & Urban Development's new rule, regulations, guidelines and requirements for recipients of Community Development Block Grant Program Funding. The completed Affirmatively Furthering Fair Housing report shall include all required maps and documentation required to be accepted and approved by the Department of Housing & Urban Development.
2. Conduct and prepare a comprehensive Assessment of Fair Housing (Affirmatively Furthering Fair Housing) for the City of Rogers, Arkansas based on the U. S. Department of Housing & Urban Development's new rule, regulations, guidelines and requirements for recipients of Community Development Block Grant Program Funding. The completed Affirmatively Furthering Fair Housing report shall include all required maps and documentation required to be accepted and approved by the Department of Housing & Urban Development.

## **PROPOSED CONTENT**

1. Description of Firm: Describe your firm's areas of expertise, length of time in business, number of employees, and other information that would help to characterize the firm. Provide the address of the main office (for legal purposes) and the address of the office that will conduct the assessment.
2. Experience: Briefly describe other similar projects executed by your firm that demonstrates relevant experience. List any public sector clients for whom you have performed similar work in the last five years. For each project mentioned, include the name, address and phone number of a person who can be contacted regarding your performance on the project.
3. Personnel: Provide a professional resume for the key people proposed to be assigned to the project and describe relevant related experience. Describe key personnel's proposed roles and responsibilities on this project. Submittals must identify a proposed project manager who would be responsible for the day-to-day management and would be the primary point of contact with your firm. An organization chart of the project team may be appropriate.
4. Project Approach: Describe the task that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks.

## **COST BREAKDOWN**

Each city will enter into a separate contract with the firm and shall be responsible to pay their contract amount. Provide the contract amount (cost) each entity will incur for their share of the project (report).

1. City of Springdale, Arkansas
2. City of Rogers, Arkansas

## **GENERAL INFORMATION**

### **SOQ Submittal Deadline**

October 3, 2016, 5:00pm  
City of Springdale  
CDBG Program, Room 214  
201 Spring St.,  
Springdale, AR. 72764

### **Project Deadline**

The deadline for the each of the Assessments of Fair Housing (Affirmatively Furthering Fair Housing) must be completed and submitted to each entity on or before March 30, 2017. The assessment is required to be submitted to each city as a paper copy and a PDF file on a flash drive.